

GOOGLE APPS FOR EDUCATION- PRIVACY INFORMATION

Thornbury High School uses Google Apps for Education in the classroom. Google Apps for Education is an internet based service provided by Google for educational purposes only. It provides students and teachers with access to online services such as email, calendar, blogging, online file storage (for school work), sharing, messaging and video-conferencing facilities from school, and at home. Google Apps for Education includes the following online services:

Google Apps for Education ('online services')

1.Classroom	6.Sheets
2.Gmail	7.Slides
3.Drive	8.Sites
4.Calendar	9.Hangouts
5.Docs	10.Groups

Terms and conditions

Google Apps for Education Terms and Conditions and privacy information can be found by clicking on the links opposite:

http://www.google.com/apps/intl/en-in/terms/education_terms.html

<https://www.google.com/edu/trust/index.html>

<https://support.google.com/work/answer/6056650>

Parental access to Personal Information

The Department of Education and Training's ('Department') use and handling of your child's personal information is governed by the *Privacy and Data Protection Act 2014 & Health Records Act 2001(Victoria)*. You can access personal information held by the Department about you and your child under the *Freedom of Information Act 1982 (Victoria)*. If a mistake in that personal information is identified, the Department is required to correct it under the *Privacy and Data Protection Act 2014*.

Google Apps for Education Terms and Conditions provides further information on how Google Apps for Education may use your child's personal information.

Providing a safe online environment

Use of online services will be subject to classroom supervision during school hours. A 'Report Abuse' facility will be provided for students to report unacceptable behaviour. The coordinator/manager of the year level will address the issue **during school hours**.

To further assist your child in having safe and positive experiences online, you can refer to parent information on the Australian Government's Stay Smart Online website:

http://www.staysmartonline.gov.au/home_users/protect_your_children

<http://www.cybersmart.gov.au/parents.aspx>

In addition, staff at our school have been advised that the use of Google Apps for Education is strictly for teaching and learning material only (e.g. lesson plans and classwork) and staff do not upload your child's personal, sensitive, health or security classified information into Google Apps for Education.

Google to access specific personal information of your child

To enable your child to sign-on and access these services, Google require access to your child's Department of Education & Training username, first and last name, year level and school.

Student responsibilities when using online services

When using Google Apps for Education, students continue to be responsible for their own behaviour as outlined in our school's Students Acceptable Use Agreement – found on the website under ICT. The main themes of this agreement are:

- Communicate respectfully;
- Protect personal information; and
- Look after yourself and others.

Concerns

If you have any concerns about the information provided here, please do not hesitate to contact the IT help desk at: support@thornburyhs.vic.edu.au

Abuse

If any student or parent wishes to report: content that is considered inappropriate, or an instance of on-line abuse, please email: reportabuse@thornburyhs.vic.edu.au

